

Tell City-Troy Township School Corporation
Food & Nutrition Department
Charge Policy Guidelines

Students are allowed up to \$40 charge on cafeteria accounts. After students have accrued a negative balance of \$40 or more, and no payment arrangements have been made, the account is subject to small claims. Below are the helpful steps that the school corporation takes to assist in keeping students cafeteria accounts in good standings.

Step #1

Every Monday a friendly email reminder is sent out to students who have a positive balance of \$5.00 or less.

Step #2

Daily an automated calling system contacts parents whose students have a negative cafeteria account balance of \$5.00 or more.

Step #3

Payment reminder emails or letters are sent out every Tuesday to parents whose students have a negative cafeteria account balance. Parents are encouraged to call the school for financial assistance opportunities or to set up a payment plan.

Step #4

Every Thursday emails or letters are sent out every to parents whose students have a negative cafeteria account balance of \$40 or more, letting them know they are in violation of the TCTTSC Charge Policy. Parents are encouraged to call the school for financial assistance opportunities or to set up a payment plan.

Step #5

At the end of each month balances exceeding \$40 are turned over to the ECA Manager. A final collection email or letter is sent from the Superintendent's Office advising payment arrangements are needed to avoid balance owed being turned over to collections.